

MAY 2022



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**DEPARTMENT OF FINANCE & ADMINISTRATION**  
**OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT**  
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# PURCHASING NOTES



ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT

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# FEATURED CONTRACT



## Grounds Maintenance

**Commodity:** This negotiated State Contract features Grounds Maintenance Equipment which includes Mowers, Landscape Equipment, Tractors, Golf Carts and Utility Vehicles.

**Type of contract:** Negotiated contract. This negotiated contract consists of four (4) main categories with a variety of items. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. Agencies should contact multiple vendors on the contract and negotiate to get the best price. State agencies may choose to purchase from other vendors currently not on contract. This can be done by following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c). If this method is chosen then the purchase price shall not exceed the negotiated contract price. This contract was developed to give State agencies and governing authorities the best source of selection for their need.

**Dates of Contracts:** March 1, 2022 – February 28, 2023

**Vendors on Contract:** There are currently twenty- four (24) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website: (<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/g-h-i/grounds-maintenance-equipment-tractors-landscape-maintenance-golf-maintenance-and-golf-carts-and-utility-transport-vehicles/>)

**Contract Analyst:** James Brabston, [James.Brabston@dfa.ms.gov](mailto:James.Brabston@dfa.ms.gov)



# Cooperative Contract News

We are pleased to announce the OPTFM has adopted a new Cooperative Contract through OMNIA Partners, a national cooperative purchasing alliance organization. The contract category is medical and surgical supplies with Medline Industries Inc. The MAGIC contract number 8200062658 is located on the OPTFM Cooperative Contract web page.

The OMNIA Partners – Medline Industries Inc. contract gives access to a complete portfolio of medical/surgical supplies, all which can be viewed on the website, <https://www.medline.com> and by contacting the account manager, Selby Sanford at [sssanford@medline.com](mailto:sssanford@medline.com) or by calling Selby at 769-234-2153. Through a collaborative effort between the state of Mississippi and Medline, they are positioned to reduce costs and improve care. This contract was approved as another option for agencies and governing authorities to save money on medical/surgical supplies not currently covered by our competitively bid contracts. Services, installation and incontinence products are not included in this agreement



David Brown, Medline contract administrator,  
[dabrown@medline.com](mailto:dabrown@medline.com) or 312-720-7059

The Mississippi Contract Administrator is Belinda Russell. Her contact information is 601-359-5041 or [Belinda.Russell@dfa.ms.gov](mailto:Belinda.Russell@dfa.ms.gov).





# PROCUREMENT CARD UPDATES

**Office Depot updates:** Effective May 1, 2022, Office Depot's Business Solutions Division will be rebranded as ODP Business Solutions and will operate as an independent company under the ODP Corporation umbrella. With this realignment we will be better positioned to focus our strategy fully on customers like you. It allows us to be faster, more flexible, and more innovative in how we meet your needs. This is an important step in our transformation into a B2B focused company.

## **Online Ordering Updates:**

With the launch of our new brand on May 1, online users will automatically be routed to our new and improved website URL– <https://odpbusiness.com> [odpbusiness.com] , where you can take advantage of all our services with your registered account. Please update the new link to your favorites.

## **Billing Updates:**

Future communications will come from our new email addresses along with a new logo on all billing materials. The new name on Invoices will be ODP Business Solutions, LLC. I have attached an updated W-9 with the name change and new EIN number. Customer checks and ACH transfers will still be accepted by our banks to our old "Remit to", please update the Remit To information to correspond with ODP's new name, ODP Business Solutions Inc.

## **Office Depot store pickups:**

After May 1, store pick up orders must be processed online for store pick-up to receive State of Mississippi contract pricing. The Office Depot Store Purchase Cards and P-Cards/Credit Cards will no longer link to State contract pricing after May 1, but will give standard retail pricing at check-out.

**Agencies must use the State of Mississippi price site to retrieve pricing for MAGIC Purchase Orders.** Users will automatically be rerouted to the new URL. I will update the site Bulletin Board to provide information on the ODP Business Solutions update.

## **State of MS Price Site:**

**New URL:** <https://odpbusiness.com> [odpbusiness.com] **Login:** State of MS **Password:**Mississippi1

Let us know if you have questions or need additional information. Please contact Yolanda Thurman, Procurement Card Administrator at [Yolanda.Thurman@dfa.ms.gov](mailto:Yolanda.Thurman@dfa.ms.gov) or 601.359.2016.

The Mississippi Contract Administrator is Belinda Russell. Her contact information is 601-359-5021 or [Belinda.Russell@dfa.ms.gov](mailto:Belinda.Russell@dfa.ms.gov).

The vendor account manager is Sonya Prendergast. Her contact information is [sonya.prendergast@officedepot.com](mailto:sonya.prendergast@officedepot.com) or 601-829-0509.





# TRAVEL NEWS



## **1) Effective April 8, 2022 HB 1101 places a moratorium on the Trip Optimizer System until June 30, 2024.**

What does that mean for you? You no longer need to complete a Trip Optimizer when traveling over 100 miles in a day. Please refer to the Mileage Reimbursement Rate Memo on the DFA OPTFM website for applicable reimbursement rates.

## **2) Mississippi Employees can now receive discount hotel rates on personal travel.**

Our government rep Cindy O'Connor of Choice Hotels has worked very hard to secure preferred rates for the State of Mississippi Employees! Provided is a link below for you to use to book your stay at these preferred rates at any of their hotel chains.

- <https://www.choicehotels.com/?clientid=993080> to access the Choice Net VIP/Preferred Rate on ChoiceHotels.com or enter Rate ID 00993080 in the Special Rate box before you search for locations.
- Call 800.424.6423 (800.4CHOICE) and give State of Mississippi Preferred Rate ID 00993080
- Once you enroll, enter the State of Mississippi Preferred Rate ID 00993080 in the Company Information section of your online profile: My Account > Update Profile > Company Information.

For any questions or if you need assistance, please contact: Cindy O'Connor – Government Account Manager [Cindy.oconnor@choicehotels.com](mailto:Cindy.oconnor@choicehotels.com); 214-682-4006

## *Fuel Contracts*

The Fuel Access Card Services contract was extended an additional twelve (12) months through May 31, 2023 and is available on our website. The contract holder is Fleetcor Technologies, dba Fuelman of Mississippi.

If you have any questions, please contact Ramona Jones at [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov) or Ashley Harrell at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov).



# CMPA *Class*

JUNE 14-16, 2022


## **APPLICATION DEADLINE:**

JUNE 2, 2022

## **LOCATION:**

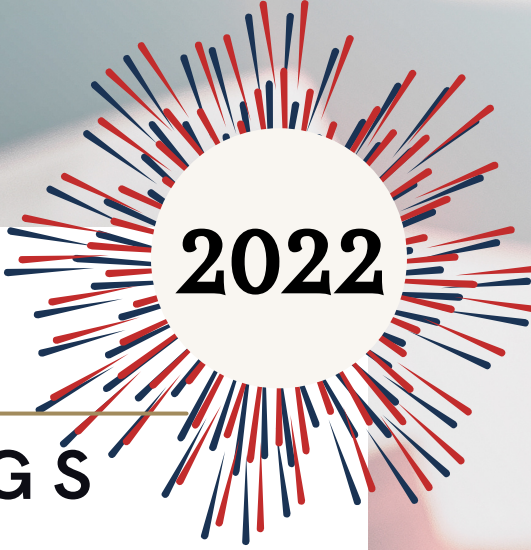
In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at [PurchasingandTravel@dfa.ms.gov](mailto:PurchasingandTravel@dfa.ms.gov).



<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>





**2022**

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## PPRB MEETINGS

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### PPRB Meeting Date

**JANUARY 5, 2022**  
**FEBRUARY 2, 2022**  
**MARCH 2, 2022**  
**APRIL 6, 2022**  
**MAY 4, 2022**  
**JUNE 1, 2022**  
**JULY 6, 2022**  
**AUGUST 3, 2022**  
**SEPTEMBER 7, 2022**  
**OCTOBER 5, 2022**  
**NOVEMBER 2, 2022**  
**DECEMBER 7, 2022**  
**JANUARY 2023**

### Submission Deadlines

**DECEMBER 1, 2021**  
**JANUARY 5, 2022**  
**FEBRUARY 2, 2022**  
**MARCH 2, 2022**  
**APRIL 6, 2022**  
**MAY 4, 2022**  
**JUNE 1, 2022**  
**JULY 6, 2022**  
**AUGUST 3, 2022**  
**SEPTEMBER 7, 2022**  
**OCTOBER 5, 2022**  
**NOVEMBER 2, 2022**  
**DECEMBER 7, 2022**

★ ★ ★ ★ ★  
**HAPPY**  
*Memorial*  
*Day* ★ ★

# *The Office of Purchasing, Travel and Fleet Management*

**Ross Campbell, Director, OPTFM**

**Alicia Adams**

**Belinda Russell**

## **Bureau of Purchasing and Contracting**

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**Demetra Hayes**

**James Brabston**

**Christopher Statham**

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**Shakrita Fields**

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